

**EFFECTIVE**

Upon Receipt.

**SUBJECT**

1. Reference Manuals Available in Print
2. County/District Office Changes
3. 4E/DW Determination Codes
4. Addition of Volunteer Services Forms

**1. REFERENCE  
MANUALS  
AVAILABLE IN  
PRINT**

In response to the many questions received regarding the Reference Manuals, which were recently released in print for the first time, the following information is being provided.

**Note:** Local FIA offices receive 1 copy each. Outside subscribers who receive Adult Services Bulletins, Child & Family Services Bulletins or Program Policy Bulletins receive 1 copy each from an unduplicated list.

The Reference Manuals are a series of manuals which include codes, edits, forms & publications and schedules used by many different programs within the Family Independence Agency. The four manuals include:

- Reference Codes Manual (RFC) - ASSIST and CIS (both are FIA data entry systems) codes used primarily by Public Assistance staff, Services staff, Administrative Support staff and Fiscal staff to enter and maintain customer demographic and benefit information.
- Reference Edits Manual (RFE) - ASSIST and CIS edits which provide both technical support and a check/balance for the data entered in the systems.
- Reference Forms & Publications Manual (RFF) - Many agency forms crossing multiple divisions used by FIA staff internally, and sent to FIA customers, are exhibited in this manual. Some forms include form completion instructions and/or distribution information. The publications are exhibits of the many publications available to our customers.
- Reference Schedules Manual (RFS) - The schedules in this manual include deadline dates for entry of system data to

provide timely customer benefits or service and dates when customers could expect benefits to be issued and mailed.

### What Manuals Are Replaced By the RF Manuals

For staff and subscribers receiving bulletins and manual maintenance pages other than Program Policy (examples include the Accounting Manual, Child & Family Services manuals or the Child Support manuals) the Reference Manual bulletins and maintenance pages are a new addition to those you currently receive.

For staff and subscribers receiving the Program Policy Bulletins and manual maintenance pages the Reference Manuals replace some of the Program Reference Manuals as follows:

New Reference Manuals	Program Reference Manuals Obsolete/Retained
Reference Codes (RFC)	Program Reference Codes & Edits (PRC) is obsolete
Reference Edits (RFE)	
Reference Forms & Publications (RFF)	Program Reference Forms & Publications (PRF) is obsolete
Reference Schedules (RFS)	Program Reference Tables and Schedules (PRT) Items 301-306, 308-311 and 320 only are obsolete <b>Note:</b> PRT Items 200, 210, 225, 235, 236, 240-250, 255, 260-262, 270, 285, 290-296 are retained.
N/A	Program Reference Glossary (PRG) is retained
N/A	Program Reference Index (PRX) is retained

### Binders for the Reference Manuals

There is no plan to provide special binders for the Reference Manuals.

### Online Manuals

The Reference Manuals are not available on the internet.

Many other policy manuals may be accessed on the internet by going to the FIA Public Web Page at: <http://www.mfia.state.mi.us/>

Click on the third blue button on the right labeled [Studies, Reports, Plans & Manuals].

Scroll to the bottom and click on the FIA Manuals link.

You **will need** Adobe Acrobat Reader 4.0 or higher to use the manuals. They do not work correctly with earlier versions. There is a link to a free download of 4.0 in the upper right corner of the screen.

The manuals provided on the internet are the current version of that manual. Earlier versions of the policy are not available in the internet version.

## **2. COUNTY/ DISTRICT OFFICE CHANGES**

The Wayne County Magnolia District office #46 closed 11/22/2000 and the Harper/Gratiot District office #71 doors closed 2/15/2001. The County/District exhibits have been updated to reflect these changes.

A new Child & Family Services (CFS) district opened in Wayne County 1/5/2001. The CFS Midtown District office # 28 will provides services for all Wayne County Zip codes for Centralized Services for the Preventive Services for Families, Assistance Payments, Eligibility Determinations and Indian Outreach programs.

## **3. 4E/DW DETERMINATION CODES**

Two new 4E/DW Determination codes have been added in ASSIST to identify Medicaid programs where the youth is eligible for Adoption Subsidy or Adoption Services Medicaid. 4E/DW codes **A** (state funded) and **E** (4E funded) do not exclude youth from managed care but do identify the Medicaid program as requiring the manual workload assignment screen, ASGLDN in ASSIST. Services staff can register and maintain these programs if an Adoption services case is active or pending. ASSIST edits 1349, 1350, 1351 and 2383 were added with this change.

#### **4. ADDITION OF VOLUNTEER SERVICES FORMS**

A number of new forms that are used by the Volunteer Services Program were added to the RFB. The timing of these forms being added corresponds to the introduction of the Volunteer Services manuals to the online manuals. The new Volunteer Services manuals, available online 3/1/2001, include:

- Volunteer Services Glossary (VSG)
- Volunteer Services Index (VSX)
- Volunteer Services Manual (VSM)

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Added Items ...**

RFF 343  
RFF 635  
RFF 638  
RFF 1178  
RFF 1179  
RFF 1181  
RFF 1182A  
RFF 1182B  
RFF 1182C  
RFF 1582TR  
RFF 3904  
RFF 4086  
RFF 4118  
RFF 4140  
RFF 4530  
RFF 4681  
RFF 4682  
RFF 4683  
RFF 4684  
RFF 4685  
RFF 4686  
RFF 4687  
RFF BFS30

**Changed Items ...**

RFC C  
RFC F  
RFE 1000  
RFE 2000  
RFE 5000  
RFE 7000  
RFE 8000  
RFF 1111-4  
RFF 1111-5  
RFF 3035  
RFF 3036  
RFF 3037  
RFF 3038  
RFF 3039

**RFF 3040**  
**RFF 4332**  
**RFF 4333**